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DDA 84-1464/3

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22 MAY 1984

MEMORANDUM FOR: Executive Assistant to the DDCI

FROM: Harry E. Fitzwater
                  Deputy Director for Administration

SUBJECT: Vacancies and External Training

REFERENCE: Memo for DDA from EA/DDCI,
                  dtd 17 May 1984, Same Subject

     1.   As requested per the reference, Attachment A provides
you with the information on Agency vacancies as of 18 May 1984
broken down by directorate.   Please note that the Agency and DDA 25X1
ceiling figures have been adjusted to reflect the recent ceiling
increase of [   ]   The Office of Security will be authorized an 25X1
additional [   ] positions for FPO's and the Office of Logistics
ceiling will increase by [   ] for the maintenance and operations
function.
                                                                    25X1

     2.   Attachment B provides the number of employees by office
excluding the Directorate of Intelligence who are taking external 25X1
training under Agency sponsorship. This breakdown is as follows:
[   ] with a total for the Agency of [   ] 25X1
In addition, the number of off-campus enrollments as of the
spring semester 1984 is as follows: [   ] 25X1
with a total of [   ] The breakdown between individual offices
within directorate components is reflected within the attachment.

                                                                    25X1

                        Harry E. Fitzwater

Atts:
    A.   Agency Ceiling
         and Personnel
    B.   External Training
         Breakdown by Office

                        UNCODED

                                                                25X1

                                                                25X1

Distribution:
    0 - Adse w/atts.
    1 - ER w/atts.
    1 - DDA Subj w/atts.
    1 - DDA Chrono w/o atts.
    1 - HEF Chrono w/o atts.
    1 - EO/DDA

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17 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Executive Assistant to the DDCI

SUBJECT: Vacancies and External Training

The DDCI would appreciate your providing him the following within 2-3 days.

A. A list by office of the number of vacancies that now exist. If you are between computer runs, he would prefer to have the most recent existing one rather than wait for you to do a new one.

B. The number of employees by office within the DDO, DDS&T, and DDA that are taking external training under Agency sponsorship. Do not include traditional Agency-sponsored courses like _____ He is primarily interested in university courses that employees pursue on their own time.

STAT

Thanx,

STAT

cc: Executive Director

     2- O/DDCI
     1 - ER File

DCI
EXEC
REG

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